

## Message

**From:** O'Lone, Mary [OLone.Mary@epa.gov]  
**Sent:** 7/20/2017 8:38:46 PM  
**To:** Nguyen, Calvin [nguyen.calvin@epa.gov]  
**CC:** Wilson, Adam [wilson.adam@epa.gov]; Rich, Stephanie [Rich.Stephanie@epa.gov]  
**Subject:** RE: Trust obligation and FFA assignment  
**Attachments:** Trust obligation assignment.mmo.1.docx; FFA assignment.mmo.docx

Calvin-

## Ex. 5 AC/DP

I have finished my comments on the trust paper. It too needs some organizational work & clarification. Let me know if you have any questions.

I look forward to your next draft.

Although, I know you are getting near the end, & I don't know what feels you have on your plate, so please let us know if you are not going to be able to revise any of the 3 assignments (trust, FFA, FOIA).

Thanks, Mary

Mary M. O'Lone  
Civil Rights and Finance Law Office  
Office of General Counsel, US EPA  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 564-4992

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**From:** Nguyen, Calvin  
**Sent:** Thursday, July 20, 2017 1:11 PM  
**To:** O'Lone, Mary <OLone.Mary@epa.gov>  
**Subject:** RE: Trust obligation and FFA assignment

Hi Mary,

Wow, thanks for taking the time to send me detailed feedback. This was a very pleasant surprise. Organization was unorthodox for this paper

Ex. 5 AC/DP

## Ex. 5 AC/DP

Again, thanks for the time you spent with thoughtful feedback. I really appreciate it. Sorry if it was not up to your standards. I will keep your advice in mind moving forward.

Sincerely,

Calvin Nguyen  
Summer Honors Program Law Clerk  
Civil Rights and Finance Law Office  
202-564-4741  
[Nguyen.calvin@epa.gov](mailto:Nguyen.calvin@epa.gov)

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**From:** O'Lone, Mary  
**Sent:** Thursday, July 20, 2017 12:50 PM  
**To:** Nguyen, Calvin <[nguyen.calvin@epa.gov](mailto:nguyen.calvin@epa.gov)>; Wilson, Adam <[wilson.adam@epa.gov](mailto:wilson.adam@epa.gov)>  
**Subject:** RE: Trust obligation and FFA assignment

Calvin-  
I have read through the FFA paper. I think it needs to be reorganized a bit and clarification is needed. I have included a number of comments and questions in the draft.

# Ex. 5 AC/DP

If so, I think that is creative, but it is muddled & buried a bit. The govt. writing style (like many others) values clear organization. Subheadings are a great thing. (As Tim Gunn says, use them wisely.) Your memo should include some level of detail, but you need to decide what is both necessary & relevant to get to a decision point. If your reader/supervisor has to stop even once to ask – what is that, who are they, where did that come from, how could that be relevant to the question -- then you are in trouble. You will have a very frustrated supervisor (which you don't want) because they don't have time to read and re-read drafts or read lots of information and extract what is important.

Your writing is one of the most important skills you have as a lawyer. If you can't communicate logically, clearly, & succinctly, all the research & analysis in the world won't matter. But that is partly what this summer is about – to get you some writing experience and feedback on it. So, I look forward to the next draft.

Remember, I am out after next Wednesday.

Thanks, Mary

PS always put "draft" & "deliberative/privileged" on your drafts. All your work is draft until we all agree it is final.

Mary M. O'Lone  
Civil Rights and Finance Law Office  
Office of General Counsel, US EPA  
1200 Pennsylvania Avenue, NW

Washington, DC 20460  
(202) 564-4992

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**From:** Nguyen, Calvin  
**Sent:** Wednesday, June 28, 2017 10:53 AM  
**To:** O'Lone, Mary <[OLone.Mary@epa.gov](mailto:OLone.Mary@epa.gov)>; Wilson, Adam <[wilson.adam@epa.gov](mailto:wilson.adam@epa.gov)>  
**Subject:** RE: Trust obligation and FFA assignment

Hi Mary,

**Ex. 5 AC/DP**

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Calvin Nguyen  
Summer Honors Program Law Clerk  
Civil Rights and Finance Law Office  
202-564-4741  
[Nguyen.calvin@epa.gov](mailto:Nguyen.calvin@epa.gov)

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**From:** O'Lone, Mary  
**Sent:** Tuesday, June 27, 2017 6:22 PM  
**To:** Wilson, Adam <[wilson.adam@epa.gov](mailto:wilson.adam@epa.gov)>; Nguyen, Calvin <[nguyen.calvin@epa.gov](mailto:nguyen.calvin@epa.gov)>  
**Subject:** RE: Trust obligation and FFA assignment

Laurie had a quick thought & maybe you covered it Calvin – I haven't had time to look at your draft.

**Ex. 5 AC/DP**

I went to law school a long time ago & I didn't take trusts. And I don't even know if that kind of trust law applies here. Just flagging it before I go.  
Thanks, Mary

Mary M. O'Lone  
Civil Rights and Finance Law Office  
Office of General Counsel, US EPA  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 564-4992

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**From:** Wilson, Adam  
**Sent:** Thursday, June 22, 2017 12:22 PM

**To:** Nguyen, Calvin <[nguyen.calvin@epa.gov](mailto:nguyen.calvin@epa.gov)>; O'Lone, Mary <[OLone.Mary@epa.gov](mailto:OLone.Mary@epa.gov)>  
**Subject:** RE: Trust obligation and FFA assignment

Thanks, Calvin! I'm excited to take a look.

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**From:** Nguyen, Calvin  
**Sent:** Wednesday, June 21, 2017 6:49 PM  
**To:** O'Lone, Mary <[OLone.Mary@epa.gov](mailto:OLone.Mary@epa.gov)>; Wilson, Adam <[wilson.adam@epa.gov](mailto:wilson.adam@epa.gov)>  
**Subject:** Trust obligation and FFA assignment

Hi Mary and Adam,

# Ex. 5 AC/DP

Calvin Nguyen  
Summer Honors Program Law Clerk  
Civil Rights and Finance Law Office  
202-564-4741  
[Nguyen.calvin@epa.gov](mailto:Nguyen.calvin@epa.gov)